

**Answers to Questions to the Environmental Final Request for Proposal
NNJ06162825R**

Question 1

Request your consideration for the reduction in the minimum number of key person resumes/ commitments currently being required with the Proposal to one - the Program Manager (or as an alternative, a maximum of 2 the Program Manager and a technically credentialed Deputy Program Manager).

Answer

The Government intends for there to be at least six key personnel. One key person cannot fill more than one of these functional areas.

Question 2

Does JSC desire that we discuss our success and processes for incumbent staff capture for this contract?

Answer

Yes, refer to Section L.30, MA2.1 (page L-36).

Question 3

Section L, Part II, pg. L-49, Other Templates.

Are the overhead and G&A templates (OHT and GAT) required to document overhead and G&A rates for both the Completion Form work and IDIQ work, or only for the Completion Form work? The indirect rates for the two types of work should be different, and while the instructions are clear that templates OHT and GAT must be provided for the Completion Form work, it is not clear whether they are also needed for the IDIQ work.

Answer

The Overhead (OHT) and G&A (GAT) Templates are required to document Overhead and G&A rates for both the Completion Form and IDIQ work.

Question 4

Section L, Attachment L-1, pg., L-1-1.

The space available in the resume form (Attachment L-1) for Job Description and Scope is fixed in the template. Can the template be modified to provide more space, or must the response for job description and scope be limited to the space available?

Answer

Yes, the template can be modified if you need additional space.

Question 5

Section L – Part II – Page L-23, A. Technical Narrative: In regards to the Completion Form, please verify that there is not an additional attachment that is an actual Completion Form. If there is not an additional attachment, what is the Completion Form reference?

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Answer

There is not an additional attachment that is an actual Completion Form. Completion Form is the contract method in Table L.2 and for the purposes of this procurement is referred to in the Statement of Work (SOW) as Performance Based requirements. Please refer to Section C.1.1 "Scope," paragraph 3. Completion Form is a type of performance based acquisition. Performance-based acquisition means an acquisition structured around the results to be achieved as opposed to the manner by which the work is to be performed.

Question 6

Attachment L1: Both the "Current Position" section and the 10-year "Work Experience" section include "Title in Current Position", is the intent to have the person's current title included for each entry, or should it be the title the person held while in that position?

Answer

The intent is to name the person's title while holding that position, not the title they currently hold. Offerors may delete the word "Current" in the "Work Experience" section.

Question 7

Are major subcontractors required to submit Attachment L3?

Answer

Yes. Attachment L-3 includes instructions to be completed if this form is submitted by a major subcontractor. *"If this Attachment is being submitted on behalf of a major subcontractor or teaming partner, provide the name of the prime Offeror."*

Question 8

A. What is acceptable as "confirmation of relevant degrees from the institution at which the degree was obtained"? **B.** Must this be a copy of diploma, or will confirmation from the service the firm uses to verify degrees or a statement from the individual be sufficient?

Answer

A. Photocopies of diplomas are acceptable as confirmation of degrees.

B. A copy of the diploma is acceptable as is confirmation from an appropriate service firm used to verify degrees. A statement from the individual is not sufficient.

Question 9

Is there any prohibition or disapproval of one firm being on multiple teams?

Answer

There is no prohibition of one firm being on multiple teams.

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Question 10

The proposal instructions in Section L omit Key Personnel resumes and plans from page counts. **A.** Are we safe in assuming that the exclusion covers the Total Compensation Plan and Phase-In Plan shown as MA3 and MA6 in the 25-page Management Approach, Volume 3? **B.** May we attach these Plans as appendices to Volume 3 along with the key resumes?

Answer

A. Yes, all plans are excluded from the page count, including the Total Compensation Plan and Phase-In Plan.

B. The Total Compensation Plan, Phase-in Plan, and key personnel resumes may be attached as appendices to Volume 3, Management Approach and Key Personnel.

Question 11

On Attachment L-6 (Completion Form), sheets LPT and OPT, what is to be included in the column "Incumbent Retention %"? (It is unclear how this relates to the hours being reported).

Answer

The "Incumbent Retention %" column will contain the percent of the incumbent's workforce that you are proposing to retain by Standard Labor Category. The "Incumbent Retention %" is not related to the hours being proposed.

Question 12

On Attachment L-6 (Completion Form), sheet OPT, what is to be included in the row "productive hours conversion factor"? (It is unclear how this relates to the overtime hours being reported.)

Answer

Disregard the "Productive Hours Conversion Factor" row on the OPT. The "Productive Hours Conversion Factor" row converts FTEs to straight-time hours for a productive year. The "Productive Hours Conversion Factor" is applicable to the LPT.

Question 13

In Table L.5 (NLR IGE), why is the "Specialty Support Subcontracts" estimate so much higher for Year one?

Answer

Section L.28, p. L-33 states: "Specialty support subcontracts include 3rd party compliance assessment, RATA/CGA testing, tank integrity tests, and environmental training services." Offerors are advised to refer to the performance requirements in Section C.2.2 Training; Section C.2.7 Environmental Management and Compliance Assurance Reports, Plans,

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Notifications, and Submittals; C.2.6.3 Internal Compliance Assessment Program; C.4.4.1 Building 222 ARCJET Boiler; and C.5.2.3 Perform ISW Storage Tank Integrity Testing.

Question 14

Reference: L.24.3 "The following are excluded from page counts specified in paragraph (a) of this provision...." "All submitted plans (including those identified in DRD's)"

Do the plans excluded from page count include the Total Compensation Plan (Volume 3, MA3) and the Phase-in Plan (Volume 3, MA6)?

Answer

Yes, all plans, including the Total Compensation Plan (Volume 3, MA3) and the Phase-in Plan (Volume 3, MA6) are excluded from the page count.

Question 15

Reference: L.30, Section 2, KP1, 2: "Confirmation of relevant degrees from the institution at which the degree was obtained (If unable to provide confirmation please explain why)"

Please clarify what is required by the term "confirmation." Does this mean that the Government is requesting evidence as confirmation that the individual has a degree or is the Government is requesting documentation that their degree is equivalent to the guidelines as stated in Attachment 2?

Answer

The Government is requesting confirmation that the individual has a degree.

Question 16

Reference: L.31, 1: "If a major subcontractor (greater than \$500,000) or joint venture partner is proposed, they shall provide a separate Attachment L-2...."

Are the major subcontractors required to submit at least three of the most recent contracts?

Answer

Yes. The major subcontractors are required to submit at least three of the most recent contracts on separate Attachment L-2 forms.

Question 17

Reference: Key Personnel

We respectfully request that the Government reduce the number of key personnel to just the Environmental Program Manager. It is understood that the

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other five categories of personnel are very important to the program and that staff would have to have the qualifications as required by the contract.

Answer

The Government requirement is for six key personnel. Personnel performing specialized Environmental regulatory work in the various Environmental programs requires specialized knowledge, experience and the ability to interpret environmental laws at a Federal, State and local level to successfully fulfill requirements from contract start.

Question 18

Section B.5 IDIQ rate tables list an "Engineer I" labor category. However, this "Engineer I" labor category is not included in any other section. It is not listed in the Standard Labor Categories (SLC's), Table L.3 or the IGE tables L.4, L.4a, and L.4b, or the Resources Table (Attachment L-5), or the pricing worksheets. Can you provide the guidelines and requirements for addressing the Engineer I labor category?

Answer

The Engineer I labor category is deleted from Clause B.5 "Indefinite Delivery Indefinite Quantity Rates" to match the other sections of the FRFP. Item 2 is "Reserved." Change pages B-2 and B-3 are provided.

Question 19

Section L.32, Page L-41, requires concurrent cost proposal delivery to the Defense Contract Audit Agency (DCAA). Since DCAA requires the respective federal agency to make any audit requests (not the contractor), can you provide a cover letter or form for us to include with our submission of our Cost Proposal package to DCAA?

Answer

The Government will request DCAA to audit the cost proposal.

A cover letter and its contents are at the discretion of the offeror.

Question 20

Section L.24 specifies 1 inch margins. Can headers and footers fall within the required 1 inch margin?

Answer

The headers and footers may be placed within the 1 inch margins.

Question 21

Section L.30, Page L-38 requires "Confirmation of relevant degrees". Would copies of diplomas meet this requirement?

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Answer

Yes, copies of diplomas are acceptable as confirmation of degrees.

Question 22

In Section L.24, page L-20, it says that "All submitted plans (including those identified in DRD's)" are excluded from the page count. Volume 3 is identified as having a 25 page limit. Volume 3 requires a Phase-In Plan (MA6, page L-38) to be submitted. The DRD for the Phase-In Plan is AN-1-2. Can you confirm that the MA6 Phase-In Plan is excluded from the Volume 3 page count?

Answer

Yes, the MA6 Phase-In Plan is excluded from the Volume 3 page count.

Question 23

There may be instances when access to Johnson Space Center is restricted or closed for extended periods (e.g. 1 day or more). Examples are inclement weather such as tornados, hurricanes, snow, congressional funding shortfalls or national security issues. When these instances occur, will the costs for the onsite employees be reimbursed under this contract?

Answer

Please refer to Section H.1, Listing of Clauses Incorporated by Reference, NASA FAR Supplement "1852.242-72 Observance of Legal Holidays (AUG 1992) Alternate II (OCT 2000)" and Section I.1, Listing of Clauses Incorporated by Reference, FAR "52.232-22 Limitation of Funds (APR 1984)." Clause 1852.242-72 Alternate II addresses inclement weather, potentially hazardous conditions, or other special circumstances.

Question 24

Will you confirm that the Form L-3 Past Performance Questionnaire is required of Major Subcontractors? We read the actual Form that it probably is, but the Solicitation instructions are not clear.

Answer

Form L-3 Past Performance Questionnaire is required of major subcontractors.

Question 25

A. Do we need to provide specific salary information for personnel that are not otherwise identified as "key personnel" within the solicitation? For example, we want to provide resumes showing the depth and breath of knowledge and experience for the IDIQ portion, but do not think revealing current salary information is appropriate. **B.** If salary information is required for all resumes submitted, how will these be handled in terms of confidentiality?

Answer

A. Specific salary information for non key personnel is not required.

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B. Salary information is not releasable under the Freedom of Information Act.

Question 26

Per Page L-38 for confirmation of relevant degrees, is a copy of a diploma acceptable or do you require a certified transcript?

Answer

Yes, copies of diplomas are acceptable as confirmation of degrees.

Question 27

In the Key Personnel section, what does NASA consider as a validation for relevant degrees?

Answer

A copy of the relevant degree is sufficient validation.

Question 28

In Section M.5 part A. Technical Narrative (page M-3), the section begins with "Completion Form". Does the term "Completion Form" refer to a specific "form" or is this being used to describe the completeness (in terms of format) of our proposal submission?

Answer

There is not a form entitled "Completion Form." Completion Form is the contract method in Table L.2 and for the purposes of this procurement is referred to in the Statement of Work (SOW) as Performance Based requirements. Please refer to Section C.1.1 "Scope," paragraph 3. Performance-based acquisition means an acquisition structured around the results to be achieved as opposed to the manner by which the work is to be performed.

Question 29

In Section L.24 **PROPOSAL PAGE LIMITATIONS**, subsection 2. states "...each volumeinclude line number for Volumes 1 and 3." Does NASA expect the numbering to be sequentially or is the direction to contractors to restart the numbering on every page?

Answer

The Offeror may restart the line numbering on every page. As stated in Section L.24 all counted pages shall be numbered sequentially in each volume.

Question 30

In Section L.24 **PROPOSAL PAGE LIMITATIONS**, subsection 2. states "...each volumeinclude line number for Volumes 1 and 3." In utilizing MS Word as a publishing tool for our proposal submission, MSWord does not number lines occupied by tables. Will this be an acceptable format?

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Answer

Although tables are permitted, a table used in place of narrative text is not an acceptable format. The purpose of the Government's request for line numbering and "counted pages numbered sequentially in each volume" is for ease of review and documentation.

Question 31

One of the key positions is "Recycling/Affirmative Procurement Specialist. Since the functional requirements for this exact position are not shown in Attachment 2, could you supply them?

Answer

The term affirmative procurement is now referenced as sustainable acquisition. Although the Government changed the terminology in Attachment 2, not all references were revised. Therefore, Clause H.4 "Key Personnel and Facilities," paragraph (c) should read "Recycling/**Sustainable Acquisition** Program Specialist" vice "Recycling/**Affirmative Procurement** Specialist." Change page H-2 is provided.

Also, Affirmative Procurement should read Sustainable Acquisition for the following:

Attachment 2, paragraphs (8)(iii) and (9)(iii). Change pages C-2-6 and C-2-7 are provided.

Data Requirements Description (DRD) AN-1-4, Page J-1-45, under Maintenance Frequency. Change page J-1-45 is provided.

Section L, Part II, Table L.2, page L-23, SOW Section C.11.

Section L, Part II, Attachment L-5 "Resources Table," SOW Section C.11, Years 1 through 5.

Change pages for Section L are not provided.

If there are other references to "affirmative procurement," they should read "sustainable acquisition." This is a change in title/terminology only; the functions, requirements and responsibilities are the same for affirmative procurement as they are for sustainable acquisition.

Question 32

I have gone through both sections of the Technical Library Looking for ISW Waste Analysis Plan. Do you know how it is identified in the technical library?

Answer

All 3 ISW Waste Analysis Plans (JSC, EF and EPFOL) are located in TRL Section 2. The file names are:

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JSC_WAP_Mar_2006_Rev.doc
EFWAP_Mar_2006.doc
EPFOL_WAP_March_2006.doc

Question 33

My question relates to the submittal of one printed copy of Volume 5, Cost Proposal to the ACO (see Table L.1). Who/what is the ACO? I can't seem to find any reference to sending a copy to the ACO or a definition for ACO in Section L.32, Volume 5: Cost Proposal instructions, only the requirement for concurrent cost proposal delivery to the DCAA.

Answer

The ACO is the Administrative Contracting Officer. The ACO is an authorized representative of the contracting officer acting within the limits of their authority as delegated by the contracting officer.

The Defense Contract Management Agency (DCMA) maintains the Federal Directory of Contract Administration Services Components (CAS). The directory lists the names and telephone numbers of those DCMA and other agency offices that offer contract administration services within designated geographic areas and at specified contractor plants. The directory may be accessed on the Internet at <http://www.dcma.mil/> Click on the sub link CAS Directory. For additional information contact—

Defense Contract Management Agency
ATTN: DCMA-DSL
6350 Walker Lane
Alexandria, VA 22310-3226.

Question 34

A. The substitute page J-1-39 included in Amend 2 does not conform to the page in the RFP. Replacing the old page with the new page loses paragraphs 3.7.1, 3.8, and 3.9. B. In addition, efforts to access the URL in the revised paragraph 4.4.1, <http://www6.jsc.nasa.gov/safety/hazard/database/default.asp>, repeatedly result in failure to open the web page.

Answer

A. The replacement page J-1-39 was a word document, as was the “source” document for the RFP. When converting the original word document to a .pdf document for posting to the Internet, the paragraphs appearing on each page differ due to the type of file. Therefore, a corrected replacement page is provided.

B. The URL is correct. However, the URL is only accessible to JSC users. The Hazard Abatement Tracking System (HATS) contains information on the discrepancy or hazard found, the requirement violated, and abatement

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plans as specified in JPR 1700.1, JSC Safety and Health Handbook, Chapter 3.5, "Hazard Correction Tracking." The handbook is located in the Environmental Technical Library.